

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST US Embassy</b>  Kampala	<b>2. AGENCY</b> CDC  Centers for Disease Control and Prevention	<b>3a. POSITION NO.</b>  TBD
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**    ☐ Yes    ☐ No

**4. REASON FOR SUBMISSION**

☐ a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

☒ b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Public Health Specialist (Maternal Child Health/PMTCT Team Lead), FSN 550	12		
b. Other				
c. Proposed by Initiating Office	Public Health Specialist (Maternal Child Health/PMTCT Team Lead), FSN 550			

**6. POST TITLE POSITION (if different from official title)**  
MCH & PMTCT Specialist Team Lead

**7. NAME OF EMPLOYEE**

**8. OFFICE/SECTION**  
Centers for Disease Control & Prevention

a. First Subdivision  
Program

b. Second Subdivision  
Health Services Branch

c. Third Subdivision

**9. This is a complete and accurate description of the duties and Responsibilities of my position.**

**10. This is a complete and accurate description of the duties and responsibilities of this position.**

\_\_\_\_\_  
Typed Name and Signature of Employee      Date(mm-dd-yy)

\_\_\_\_\_  
Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)

**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**

**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

\_\_\_\_\_  
Typed Name and Signature of American Supervisor      Date(mm-dd-yy)

\_\_\_\_\_  
Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

The Maternal and Child Health/PMTCT Team Lead Public Health Specialist works under the direction of the Health Services Branch Chief serving as the sole public health technical expert and agency point of contact for all activities and programmatic aspects of MCH within the CDC-Uganda office and the region. The primary responsibility of the position is to provide technical assistance and training support

for maternal health components for the Maternal and Child Health Integrated Program (MCHIP) and to oversee the Prevention of Mother to Child Transmission (PMTCT) program.

Position is responsible for the day-to-day program and administrative management, design, implementation, coordination, and evaluation of the MCH and PMTCT prevention program activities and studies, including coordination and collaboration with other USG agencies that implement or support PEPFAR programs in Uganda. Job holder serves as a MCH and PMTCT program public health specialist advisor to Uganda Ministry of Health, Ministry of Education, partners and non-governmental organizations (NGOs) as well as contractors and implementing partners of MCH prevention program activities and studies. Job holder will be required to coordinate funding, reporting, and administration with the extramural team to ensure projects are conducted according to guidelines, and USG funds are appropriately utilized.

This management role requires public health technical leadership, results-oriented analysis, advocacy, and constant and clear communication with implementing partners, which include the Ministry of Health (MOH), other governmental organizations and non-governmental organizations (NGOs). Job holder represents CDC/Uganda on MCH and PMTCT issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

#### **14. MAJOR DUTIES AND RESPONSIBILITIES**

##### **Primary Responsibilities:**

##### **Program Development and Management (70%)**

Job holder is responsible for the development and management of program activities designed to meet the objectives of PEPFAR MCH and PMTCT programs in Uganda. These programs target highly vulnerable populations and include, but are not limited to: education/outreach, HIV counseling and testing (HCT), youth-directed programs, prevention of transmission of mother to child transmission (PMTCT), and health systems strengthening. Takes the lead in developing specific agency program goals and objectives for MCH, PMTCT and related health care initiatives. The incumbent promotes effective coordination, collaboration, communication and synergy across other CDC strategic programs through cross program assignments.

Actively participates in field assessment/design missions, program reviews/evaluations and capacity-building and training initiatives to ensure high level quality of program implementation. Provides evidence-based advice and recommendations on MCH and PMTCT policies, procedures, guidelines, tools and standards; and leads and coordinates the development, dissemination and promotion of Partnership strategies, standards and tools relevant to assigned programs.

Provides guidance and direction to grantees, program collaborators and contractors on management and implementation of cooperative agreement activities to ensure consistency with PEPFAR policies and guidance and host country policy regulations. Participates with partners in the development of work plans for implementation of activities following cooperative agreement awards.

Monitors activities of assigned programs and collaborates with each partner organization on a regular basis to make sure program results are achieved while in compliance with study protocols meeting ethical human subject requirements. This involves regular site visits and meetings with representatives of each organization to review progress. Job holder is required to draw attention to organizational needs such as inadequate medical supplies, equipment, facilities and staffing.

Provides advice and recommendations to Branch Chief in interpreting data on health objectives and indicators related to specific MCH and PMTCT Prevention programs. Drafts directives, memoranda,

policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with the overall MCH and PMTCT prevention programs.

Provides updated technical information to partners as it becomes available. Provides technical assistance and training support for maternal health components for Maternal and Child Health Integrated Program (MCHIP), a newly funded maternal and child health program in sub-Saharan Africa. Supports the dissemination of updated information on prevention measures for mother-to-child transmission by conducting informational briefings, facilitating regular seminars and symposia for staff, health care providers, and collaborators on PMTCT programs. Assists in designing practical training courses as required for various target audiences on how to implement, monitor and evaluate MCH and PMTCT Prevention programs using M&E data in order to report progress to key stakeholders. Coordinates on-the-job training sessions to ensure partner staff is advised of current prevention protocols. Supports program development through project conceptualization, proposal development, identification of partners, identification and recruitment of key staff, and oversight/engagement in project implementation.

Participates in site assessments of PEPFAR prevention programs carried out by implementing partners of the USG. Responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on prevention strategies. Prepares oral and written reports on the progress of assigned program activities for audiences that includes agency and post management, other agency PEPFAR officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually.

As the senior agency public health advisor for assigned prevention cooperative agreements, grants and contracts, job holder oversees the public health technical aspects in development of the Scope of Work (SOW) and Funding Opportunity Announcement, review of applications, supplemental awards, and requests for extensions. Monitors and provides technical evaluation of grants, contracts or cooperative agreement proposals for which responsible in MCH and PMTCT Prevention programs. Works with the agency grants or contracts office and partner representatives to ensure that the most current public health protocols are included in the signed agreements. Once implementing agreement is in place, oversees performance of assigned cooperative partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

## **II. Administrative Management**

**(15%)**

Incumbent is responsible for providing oversight and monitoring the budgets allotted to MCH Prevention implementing/cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, conducting quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, accruals.

Job holder maintains files and records for MCH/PMTCT Prevention strategies data collection specific to the activities/programs for which responsible. As such, is responsible for data integrity and security of information in the reporting databases that does or may relate to MCH/PMTCT HIV/AIDS prevention efforts. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts for which responsible, research determinations, panels and awards. Whenever possible these records will be filed electronically and entered into the reference system.

Prepares and presents briefings for VIP visitors, participates in making arrangements for visits. In coordination with supervisor, serves as control officer for visits to sites of programs for which responsible.

### III. Interagency Coordination

(15%)

As a regional and international expert on matters pertaining to MCH programs, job holder represents CDC/Uganda at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials, PEPFAR and U.S. Mission country team and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties.

Job holder participates as the key agency representative at inter-agency administrative and strategic planning meetings where recommendations for countrywide financial commitment targets for MCH programs are developed. Such meetings may include representatives of other USG PEPFAR implementing agencies: Departments of State, Defense, Labor, Commerce, and Health and Human Services (including Centers for Disease Control and Prevention), USAID and Peace Corps.

Job holder serves as the agency representative on inter-agency technical working groups (TWGs) for purposes of: a) assessing existing in-country assets and activities aimed at MCH/PMTCT and developing approaches to strengthening such activities with minimal overlap and unnecessary duplication; b) developing appropriate assessment tools to collect data related to patient health care needs, risk history, and clinical complications; and c) ensuring effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency MCH activities in Uganda.

Job holder serves on intra- and inter-branch and agency PEPFAR working groups and projects, frequently taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR taskings, etc.

On behalf of the chief of section, incumbent may participate with other PEPFAR professionals on in-country committees for HIV/AIDS MCH and PMTCT issues. The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for HIV MCH/PMTCT issues on a national level. Based on information received in the national committees, job holder may recommend revisions to the Branch and PEPFAR team program policies and guidelines for MCH.

#### 15. QUALIFICATIONS

**A. Education:** Completion of a bachelor of medicine and bachelor of surgery and a Master's of Medicine degree in Obstetrics and Gynecology are required.

**B. Prior Work Experience:** Five years of mid-to-senior level public health experience in developing, implementing and evaluating MCH Prevention or other public health programs that involve coordination with an international agency or implementing partner is required. One additional year of managerial responsibility with multiple staffing reporting is required.

**C. Post Entry Training:** Ongoing professional certification seminars focusing on expanding and updating knowledge, skills and abilities in MCH/PMTCT, HIV/AIDS prevention, counseling and testing, behavior change, care and treatment, program evaluation, practices, procedures are required. Agency-specific leadership development training, and COR/CTO or Project Management of grants/cooperative agreements training are required.

**D. Language Proficiency (level and specialization):** Level IV (fluency – speaking/reading/writing) in

English is required.

**E. Job Knowledge:** Comprehensive knowledge of current MCH/PMTCT issues, prevention activities, community engagement, counseling and interventions, behavior change, testing, and treatment, particularly in antenatal settings, is required. An in-depth knowledge of the range of MCH& PMTCT programs, policies, regulations and precedents applicable to development and administration of national/international public health program is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. In-depth specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of prevention programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Must be conversant with survey design and questionnaire development and with data management programs, such as Epi Info, SPSS, SAS, etc. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

**F. Skills and Abilities:** Excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners are required. Outstanding interpersonal and communication skills for establishing and maintaining effective working relationships with a wide variety of collaborating partners. The incumbent must have sound judgment and excellent analytical skills to independently resolve problems, overcome barriers to program implementation, and make appropriate decisions and recommendations related to program policy and implementation. Intermediate user level of word processing spreadsheets and databases is required. Numerical skills for data analysis are required. Keyboarding skills that include speed and accuracy are required.

#### 16. POSITION ELEMENTS

**A. Supervision Received:** Directly Supervised by the Health Services Branch Chief.

**B. Supervision Exercised:** Position directly supervises three PMTCT specialists, and one MCH Epidemiologist. Position works closely with 20 specific job holders within the staff of implementing/coordinating partners.

**C. Available Guidelines:** Generally accepted HIV/AIDS international medical and ethical standards for HIV/AIDS prevention, care and treatment, including MCH and PMTCT. PEPFAR strategic objectives and operating provisions, program handbooks, and appropriate cost principles. The Country Operational Plan (COP), U.S. Government (including agency and PEPFAR) and Ministry of Health rules, regulations, and policies issued both in writing and orally.

**D. Exercise of Judgment:** Job holder must exercise a high degree of independent and professional judgments in modifying planned procedures to overcome political, logistical and technical obstacles to meeting strategic objectives set for MCH and PMTCT, in determining the quality and effectiveness of HIV/AIDS MCH/PMTCT programs and in developing strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of the US, senior level staff of other agencies and the Ministry of Health.

**E. Authority to Make Commitments:** Position has no authority to make financial commitments; however, in the course of program management responsibilities position has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. Job holder has limited authority to make non-contractual commitments related to

project support and the provision of training and technical assistance.

**F. Nature, Level and Purpose of Contacts:** Job holder must maintain frequent internal high-level contact with other agency PEPFAR counterparts and agency counterparts in complementing HIV/ADS programs to coordinate and standardize MCH and PMTCT programs that achieve results specified in PEPFAR strategic objectives. External contacts are with senior program managers in the MOH, participating partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV/AIDS MCH and PMTCT programs and to obtain concurrence and cooperation for joint programs/interventions. Contacts also include national, provincial and local government program managers, professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors, supply chain managers, pharmacists, and other public health professionals for purposes of program evaluation.

**G. Time Expected to Reach Full Performance Level:** One year.